

# INSTRUCTIONS FOR ANNUAL FINANCIAL REPORTING COMMERCIAL FUNDRAISER FOR CHARITABLE PURPOSES

## NOTICE

Senate Bill 2015, approved by the Governor on September 16, 2000, amends Section 12598 of the Government Code and adds Sections 12586.1, 12586.2, 12591.1 and 12591.2. Fines or filing penalties may be imposed for failure to submit completed financial reports annually by January 30.

## WHO MUST FILE

Every Commercial Fundraiser for Charitable Purposes registered in California must file an annual financial report with the Attorney General's Registry of Charitable Trusts on behalf of each charitable organization or for each charitable purpose during the preceding calendar year.

## WHEN TO FILE

Commercial Fundraisers must file annual financial reports no later than 30 days after the close of the preceding calendar year. The last day to file annual financial reports is January 30 of each year.

## WHO MUST SIGN THE ANNUAL FINANCIAL REPORT

To be accepted, Form CF-2 must be signed by an authorized officer of the Commercial Fundraiser and two officers or directors of the charitable organization or charitable purpose.

## FEES MAY BE IMPOSED FOR DELINQUENT FINANCIAL REPORTING

Government Code Section 12586.1 authorizes the Attorney General to charge fines or filing penalties for each month or part of the month for annual financial reports not received by January 30. The revised Government Code sections can be found on the Charitable Trusts Website at <http://caag.state.ca.us/charities/> under "Statutes and Regulations."

## FOR ADDITIONAL INFORMATION

Additional information is available on the Charitable Trusts' Website at <http://caag.state.ca.us/charities/>. You may also contact the California Attorney General's Registry of Charitable Trusts at (916) 323-5079.

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## GENERAL INSTRUCTIONS

Enter the Commercial Fundraiser registration number (CF number) and name and address of the Commercial Fundraiser.

Enter the Charitable Trust registration number (CT number) and name and address of the Charitable Organization.

Enter in Section 1, the total money actually collected as a result of the solicitation. This is the gross amount, without deducting any expenses.

Enter in Section 2, the fees or commissions of the promoter, salaries to officers and employees, cost of merchandise for resale, and other fundraising expenses. Enter the total.

Enter in Section 3, the amount of money distributed to or netted by the charitable organization or charitable purpose.

**NOTE 1:** Section 1G minus section 2N should equal line 3. If it does not, attach a complete explanation.

**NOTE 2:** Under circumstances where the Commercial Fundraiser does not have control of the funds, it will be necessary for the officers or directors of the charitable organization or charitable purpose to complete the revenue and distribution portions of Form CF-2. Circle and initial those figures which are supplied by the charitable organization or charitable purpose.